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Spring 2026 Timeline

Term Dates: Jan. 8 – April 24, 2026 (2261)

Date	Event
May 12 (Mon.)	**Plan Phase – Department Update Access in CLSS Begins** • Departments begin work in Design Mode • Active classes from Spring 2025 have been rolled into CLSS • Email distribution of planning materials
Aug. 29 (Fri.)	**Deadline to Submit Large Room Requests, Specific Room Requests, Classroom Capture +, SEEC and ALC Room Requests** • This will be done within CLSS using the preferred features drop-down available after you select Centrally Scheduled Classroom, along with adding notes in the comments to academic scheduling field. • You will run a report from CLSS showing your large room requests and a report from CLSS showing your specific room requests. Your chair or dean's office will send this report to academic scheduling as their approval of the requests. For those departments with CC+, SEEC or active learning room requests, you will run a report from CLSS showing those requests and submit directly to academic scheduling. • All requests should come in as separate reports and in **NOT** in one combined request (i.e. if you have a Large Room Request and a SEEC Request, you'll submit two separate request forms). • The deadline will correlate with the deadline to validate and submit your class schedule. Failure to submit your class schedule by August 29 would also be considered failure to submit your large and/or specific room, CC+ or SEEC room requests. • Detailed information on this new process will be provided in a separate document to come.
Aug. 29 (Fri.)	**Validate Schedules in CLSS no later than this date. All departments need to submit their schedules and move to Refine mode by this date; access ends at 11:59 p.m.** • All non-centrally controlled classrooms/specialized spaces must be entered in CLSS. • Departments must ensure classes are set up with new standard meeting patterns. • Variable credit classes should be set with fixed credit amounts. • Classes scheduled in department prioritized rooms should be scheduled using standard meeting patterns. • Classes meeting together should be correctly combined in the Combine With section of the CLSS form. • Linked classes (lecture/recitation, lecture/lab, etc.) should have the appropriate linked relationship selected in the Link To field of the CLSS form. • The enrollment capacity entered in the Enrollment field should not exceed the room capacity. • Special topic classes should have the correct topic title listed in the Title/Topic field of the CLSS form. • Class Notes in the Notes section of the CLSS form should be reviewed and corrected. • If a class does NOT require a centrally scheduled room, the CLSS Room field should be filled in with a non-centrally scheduled room or "See Department" or "No Room Needed."

Date	Event
Sept. 2 (Tues.) – Oct. 3 (Fri.)	**Room Assignment Phase in CLSS – Schedule 25 Rooming Process Occurs** • During this period, no changes for Spring 2026 can be made in CLSS or CS. • Large and specific room assignments, classroom capture+ and SEEC requests and batch rooming will be completed.
Oct. 6 (Mon.) – Oct. 10 (Fri.)	**Review Phase in CLSS--Update Access Returned in CLSS to Make Class Changes** • Room assignments can be viewed in CLSS. • Changes that can be made include classroom swaps, cancellations, changing instruction modes and adding instructor information and notes to class sections. • Departments may select available rooms using Room Seek. • Cancelled classes need to be cancelled rather than deleted

Oct. 13 (Mon.)	**Publish Phase in CLSS – Spring 2026 schedule of classes is 'published' (Class Search and Buff Portal); Shopping cart available to students**
	• Departments will have access to change enrollment limits, add or change class notes and add or change instructors.
	• These changes require submitting the proposed update in CLSS and will go through workflow review:
	    ○ Adding new sections
	    ○ Changes to status
	    ○ Changes to session
	    ○ Changes to location code
	    ○ Changes to meeting pattern/time

Oct. 27 (Mon.)	**Registration Phase in CLSS**
	• In addition to changes that go through workflow review in Publish phase, once Enrollment is greater than zero:
	    ○ Changes to section number require original section to be cancelled and new section added.
	    ○ Changes to session require original section to be cancelled and new section added.
	    ○ Changes to instruction mode require original section to be cancelled and new section added.
	    ○ Changes to meeting pattern/time require original section to be cancelled and new section added.
	    ○ Changes to units require workflow approval.